

On Friday, February 5, 2016, the Division of Property Management and Construction (DPMC) will electronically randomly select from an appropriate pool of its pre-qualified consultants, a short list of firms who will be invited to submit a Technical and Fee Proposal for the following project:

Project #: A1220-00
Project Name: Energy Audit & Cogeneration (CHP) Feasibility Study
Location: Albert C. Wagner and Garden State Youth Correctional Facilities
Chesterfield Township, Burlington County, NJ

CWE: \$150,000

Contact: William Golubinski
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In order to be included in the random selection process, a firm must be pre-qualified by the DPMC in the following discipline(s) on or prior to Thursday, February 4, 2016:

Code	Discipline
P051	Energy Auditing

**Consultants must also have in-house capabilities or sub-consultants pre-qualified with the DPMC in the following discipline(s):

P025	Estimating/Cost Analysis
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The mandatory pre-proposal meeting/site visit is scheduled for Tuesday, March 15, 2016 at 10:00 A.M. Consultants shall meet the Albert C. Wagner Youth Correctional Facility (Main Entrance), 454 Ward Avenue, Chesterfield Twp., NJ 08505. Only those firms attending the mandatory pre-proposal meeting will be permitted to submit a proposal.

****ATTENTION****

THOSE CONSULTANTS PLANNING TO PARTICIPATE ARE REQUIRED TO SUBMIT TO A FULL BACKGROUND CHECK MANDATED BY THE NEW JERSEY DEPARTMENT OF CORRECTIONS IN ORDER TO ATTEND THE MANDATORY PRE-PROPOSAL MEETING. ALL SUB-CONSULTANTS PLANNING TO ATTEND THE MANDATORY PRE-PROPOSAL MEETING ARE ALSO REQUIRED TO SUBMIT TO A FULL BACKGROUND CHECK. **ORIGINAL COMPLETED BACKGROUND CHECK FORMS AND A COPY OF THE APPLICANT'S VALID DRIVERS LICENSE OR NATURALIZATION PAPERS FOR ALL ATTENDEES MUST BE SUBMITTED TO SHAWN TAYLOR BY FRIDAY, FEBRUARY 19, 2016 NO LATER THAN 2:00 P.M. FAILURE TO**

**SUBMIT A COPY OF THE APPLICANT'S VALID DRIVERS LICENSE OR
NATURALIZATION PAPERS WILL RESULT IN AUTOMATIC REJECTION.**

BACKGROUND CHECK FORMS MAY BE OBTAINED BY VISITING:

www.state.nj.us/treasury/dpmc OR IN PERSON AT THE DPMC PLAN ROOM. Contact Shawn Taylor at (609) 292-5229 for further information. IT IS THE CONSULTANT/SUB-CONSULTANT'S RESPONSIBILITY TO SUBMIT THE COMPLETED ORIGINAL FORM BY THE **FRIDAY, FEBRUARY 19, 2016 NO LATER THAN 2:00 P.M.** DEADLINE. THE MAILING ADDRESS FOR SUBMISSION OF ORIGINAL BACKGROUND CHECK FORMS IS AS FOLLOWS: Regular Mail (DPMC, P.O. Box 034, Trenton, NJ 08625) or Overnight Mail (DPMC, 33 West State St., 9th Fl, Trenton, NJ 08608) ATTENTION: Shawn Taylor.

FIRMS WILL BE NOTIFIED OF BACKGROUND CHECK APPROVAL BY FRIDAY, FEBRUARY 26, 2016. FIRMS NOT RESPONDING TO THIS MANDATE AS REQUIRED WILL NOT BE PERMITTED ENTRY TO THE FACILITY DUE TO SECURITY CONCERNS AND WILL NOT BE PERMITTED TO SUBMIT A PROPOSAL. NO EXCEPTIONS WILL BE AUTHORIZED. PICTURE IDENTIFICATION IS REQUIRED AT THE SITE FOR ENTRY. **Consultants are only permitted to bring the Scope of Work, Pen and Note Pad into the facilities.**

Technical Proposals will be evaluated by the Selection Committee based upon the following evaluation criteria:

1. Experience of the Firm, Project Team and Key Team Members
2. Project Approach/Understanding of Project
3. The Firm's Approach to Maintaining the Project Schedule

If a firm wishes to participate in the selection process for future projects but is not presently pre-qualified by the DPMC, the firm should submit a DPMC 48A, which may be found at www.state.nj.us/treasury/dpmc.

January 29, 2016